

Manager: Update Existing Expectation

MassPerform encourages adding and updating expectations as business priorities change throughout the year. The following steps will guide you through the process to update an existing expectation.

STEP 1. From the **MyPath** home screen, click the **MassPerform Expectations and Goals** box on the left.

STEP 2. Click the **Team Expectation & Goals** tab.

STEP 3. Click the right arrow (for screen readers, “expand user goals” button) next to the name of the employee whose expectation you are editing. All expectations for that employee will appear below their name.

STEP 4. Navigate to the correct expectation and use the drop-down arrow (for screen readers, “goal options” button) next to that expectation and select **Edit**.

STEP 5. On the **Edit Expectations & Goals** screen, make your edits and then click the **Submit** button.

NOTE: Leave the **Goals** section blank, as this is where your employee will review your expectation and enter or edit their corresponding goals.